



EUROPEAN ACADEMY OF DENTOMAXILLOFACIAL RADIOLOGY

CONSTITUTION

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CONSTITUTION

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CONSTITUTION

ARTICLE I NAME

The name of this organisation is the European Academy of DentoMaxilloFacial Radiology (EADMFR). Herein referred to as “the European Academy” or “the Academy”

ARTICLE II PURPOSE AND OBJECTIVES

The purpose of the European Academy of DentoMaxilloFacial Radiology is to promote, advance and improve clinical practice, education and/or research specifically related to the speciality of dental and maxillofacial radiology within Europe, and to provide a forum for discussion, communication and the professional advancement of its members. To this end the specific aims and objectives of the European Academy include:

1. To encourage high standards in dental and maxillofacial radiology throughout Europe
2. To facilitate and support member countries to promote the speciality of dental and maxillofacial radiology within their own country
3. To promote the speciality of dental and maxillofacial radiology within Europe
4. To encourage and support high standards of undergraduate and postgraduate teaching of dental and maxillofacial radiology throughout Europe
5. To facilitate the production of a Europe-wide undergraduate curriculum in dental and maxillofacial radiology
6. To facilitate the production of European Selection/Referral Criteria in dental and maxillofacial radiological imaging
7. To provide advice on European issues involving dental and maxillofacial radiology including radiation protection
8. To facilitate and promote research in dental and maxillofacial radiology within and across Europe
9. To facilitate the organisation of European DentoMaxilloFacial Radiology Congresses.

ARTICLE III

The official crest/logo of the European Academy is that which appears in this Article:



ARTICLE IV MEMBERSHIP

Membership is available to persons who have an interest in dental and maxillofacial radiology and in furthering the purposes of the European Academy as described in Article II. These can include dental radiologists, medical radiologists, postgraduate students in DMFR, general dental practitioners, radiographers, health physicists and other health care professionals, engineers, undergraduate dental, medical and radiography students and research students. Full membership categories are defined in the Bylaws.

ARTICLE V GOVERNMENT AND ORGANISATION

The European Academy shall consist of:

1. **General Assembly**

This Assembly shall consist of Founding Members, Honorary Members, Ordinary Members, Student Members and Associate Members.

2. **Central Council**

This Council will consist of representative(s) from each European country with sufficient members of the Academy. Each country's members shall elect their representative(s). The number of representatives shall be dependent upon the number of members : 4-9 members, one representative; 10 – 19

members, two representatives; more than 20 members three representatives. Additional representatives may be co-opted by Council, if necessary.

3. Executive Committee

This Committee shall comprise:

- The President
- The Vice-president/President-elect
- The Secretary
- The Treasurer/Chairman of the Finance Committee
- The Chairmen of the Academy's five other Major Committees
- The Immediate Past-President

4. Auditors

At least two auditors will be appointed by the Central Council

5. Major Committees

These committees will be charged with carrying out the work of the European Academy. These committees and their areas of responsibility (as laid down in Article III), include:

- Specialisation Committee*** (dealing with Aims 2,3 and 7)
- Education Committee*** (dealing with Aims 1, 4 and 5)
- Selection Criteria and Radiation Protection Committee*** (dealing with Aims 6 and 7)
- Research and Scientific Committee*** (dealing with Aims 8 and 9)
- Finance Committee*** (dealing with the European Academy's financial affairs and Aim 9)
- Congress Committee*** (dealing with Aim 9)

These major committees will be formed by the Central Council. Each committee will be chaired by a member of the Central Council and contain appropriate members of Council. Central Council shall have the power to co-opt additional ordinary members of the European Academy to the major committees as and when necessary. Members of Council may sit on one or more committees. The Executive Committee will act as the Constitution Committee.

ARTICLE VI OFFICERS

The elected officers of the European Academy are elected by the Central Council. The officers shall include:

- The President
- The Vice-President/President-elect
- The Secretary
- The Treasurer

ARTICLE VII CONGRESS AND MEETINGS

1. Biennial congress and membership meeting

A European Congress incorporating a meeting of the General Assembly of the European Academy shall be held every two years, alternating with the International Congress of DentoMaxilloFacial Radiology.

2. Meetings of the Central Council

The Central Council shall meet not less than once every two years during the biennial congress.

3. Meetings of the Executive Committee

- i) Regular meetings: the Executive Committee shall meet not less than once each year, (a) during the biennial congress and (b) approximately once every 12 months in between the congresses.
- ii) Additional meetings: if required, additional meetings shall be conducted every 6 months via electronic mail, telephone, fax or other communications media.
- iii) Special meetings: the President, or a majority of the Executive Committee may call a special meeting of the Committee at any time. Special meetings may be conducted in person or via electronic mail, telephone, fax or other communications media. The issue, resolution and vote will be entered into the minutes of the next regular meeting of the Executive Committee
- iv) 5 members of the Executive Committee will constitute a quorum, but at least 2 of them should be elected officers as stated in Article VI. The President will have the casting vote in case of a voting deadlock.

ARTICLE VIII AMENDMENTS

The Constitution, including the Bylaws, may be amended by a majority vote of the eligible voting members of the European Academy at the biennial meeting of the General Assembly, or at a special meeting called for that purpose, provided that a copy of the proposed amendment has been sent to each member at least thirty (30) days prior to the meeting.

ARTICLE IX DISSOLUTION

The Executive Committee has the power to dissolve the European Academy provided this action has been approved by a two-thirds majority of the eligible voting members of the Academy (see Article XIII). The dissolution ballot will be conducted by mail and will allow not less than thirty (30) days nor more than sixty (60) days for the ballots to be returned.

If the European Academy is dissolved no part of its funds will be distributed to, or among, its members. All assets remaining, after paying all debts, will be used for education or support of research in dental and maxillofacial radiology as determined by the Executive Committee before dissolution.

ARTICLE X BYLAWS

1. Elections

- i) Each European country, with sufficient members as defined in Article V(2), shall elect/nominate their representative(s) to serve on the Central Council every 2 years.
- ii) The officers shall be elected by the Central Council and shall normally serve for the following periods;

President	2 years
Vice-President/President-elect	2 years
Secretary	4 years
Treasurer	4 years

The Secretary and Treasurer may be re-elected for a further term of 2 years maximum.
- iii) The Immediate Past President shall remain on the Executive Committee by right, with full voting rights, for 2 years.

2. Membership categories

- i) ***Founding members*** – those members who agreed on the creation of EADMFR and the Interim Constitution at the inaugural meeting of EADMFR in Malmö, Sweden in June 2004
- ii) ***Honorary members*** – those persons who have shown great support for the aims and objectives of the European Academy or who have made outstanding contributions to the field of dental and maxillofacial radiology.
They can be proposed by any member of the Academy to the Executive Committee for consideration and, if deemed suitable, ratification by the General Assembly.
- iii) ***Ordinary members*** - these can include dental radiologists, medical radiologists, general dental practitioners, radiographers or other health care or research professionals working in radiology or allied fields including physics and engineering.
- iv) ***Student members*** – postgraduate students in DMFR, undergraduate dental, medical or radiography students or research students with a particular interest in dental and maxillofacial radiology

- v) *Associate members* – these can include other individuals with a specific interest in radiology (eg dental nurses) and willing to further the aims and objectives of the European Academy, who are not eligible for Ordinary membership.
- vi) Applicants for membership to the Academy will be assigned to the appropriate membership category by the Secretary

ARTICLE XI FURTHERING OF OBJECTIVES

1. The Biennial Congress

- i) A European Congress shall be held every two years
- ii) Any country within Europe may bid to host the biennial congress. Bids shall be submitted, normally four years in advance, to the European Academy's Congress Committee whose decision shall be considered and ratified by the Central Council before being agreed by the General Assembly.
- iii) Congress organisation shall be the responsibility of the host country which will form its own Congress Organising Committee. This local committee will be supported by the European Academy's Congress Committee, Finance Committee and Research and Scientific Committee. Financial arrangements shall be as laid down in Article XII.
- iv) The European Academy's Research and Scientific Committee shall support the local Congress Organising Committee by providing 2 members (or more, if required) to sit on the local Congress Scientific Committee for all congresses to help ensure an adequate standard and to offer advice to improve the quality of presentations.

2. Newsletter

The Newsletter should be published in hard copy and electronically every twelve months following the meeting of the Executive Committee. It shall be edited and produced by the Vice-President/President-elect who shall be responsible for assisting the financing of publication and postage by finding sponsorship. Each Newsletter should contain a message from the President, short reports from the Chairmen of the Major Committees, news items of special interest to Europe and information about the forthcoming biennial congress supplied by the host Congress Organising Committee.

ARTICLE XII FINANCE

1. Source of Funds

- i) Membership fees
- ii) Bequests, donations, and gifts from members as well as from other associations, private institutions, companies or government agencies throughout Europe
- iii) Proceeds from the biennial conferences

2. Financial Year

The financial year shall be the calendar year from 1st January to 31st December

3. Membership Fees

- i) Membership fees are to be paid by all categories of members except Honorary members and are due in January each year.
- ii) The Finance Committee shall recommend the level of membership fees to the Central Council for recommendation and approval by the General Assembly. This rate shall normally remain in force for two years until the next meeting of the General Assembly.

4. The Biennial Congress

- i) Financing of the congress shall be the responsibility of the local Congress Organising Committee
- ii) The Chairman of the host Congress Organising Committee may approach the Academy's Finance Committee for an advancement to assist with initial expenditure. This advancement should be included in the Congress Organising Committee's budget and business plan and should be repaid after the conference.
- iii) In the case of the Congress making a surplus, 50% should be given to the EADMFR, to assist with financial advancements for future congresses, and 50% to the organising institution.
- iv) In the case of the Congress resulting in a deficit, this shall be borne by the local Congress Organising Committee.

ARTICLE XIII RIGHTS AND OBLIGATIONS

1. General Assembly

- i) Shall endorse the elections of the Academy's Officers by the Central Council
- ii) Can propose dissolution as well as propose issue, modify or reject new regulations, provided these have been submitted to the Executive Committee at least 6 months before the biennial conference

- iii) Shall determine the policy of the European Academy as proposed by the Central Council, Executive Committee or individual members, and discuss, amend, approve or reject any measure by a majority vote.
- iv) Shall have the power to dissolve the Academy by majority vote.
- v) Has the right to appoint or suspend members by a majority vote
- vi) Shall agree the membership fees.
- vii) Can approve or reject the reports of the President, Secretary or Treasurer. In the event of a rejection, it shall form a committee to adjudicate or if necessary take over the management of the Academy's finances.
- viii) Shall approve the country and location in which subsequent congresses are to be held
- ix) Shall ratify any Honorary members as recommended by the Executive Committee
- x) Shall have the Academy's President as its Chairman.

2. **Central Council**

- i) Shall contain representative(s) from each European country with a sufficient number of members. The size of membership and number of representatives as specified in Article V.
- ii) Shall elect the officers of the European Academy
- iii) Shall elect the Chairmen of the Academy's major committees
- iv) All members of the Council may sit on one or more of the major committees
- v) Shall have the power to co-opt appropriate ordinary members onto the major committees as deemed necessary
- vi) Shall receive, comment upon, accept or reject decisions and reports from all the major committees
- vii) Shall advise the President, other officers and the Executive Committee in the operation of the Academy

3. **Executive Committee**

- i) Shall govern the day-to-day business of the European Academy in accordance with the policy of the General Assembly
- ii) Shall oversee the finances of the Academy
- iii) Shall act as the Constitution Committee and review the Constitution at its annual meeting between Congress meetings

4. **Major Committees**

- i) Shall develop terms of reference and membership for approval by the Central Council to enable each committee to satisfactorily work towards achieving the aims of the Academy as specified in Article II
- ii) Shall prepare short reports for submission by their chairman for inclusion in the Newsletter to keep ordinary members updated as to their activities.

5. **The President**

- i) Will be Chairman of the General Assembly, Central Council and Executive Committee
- ii) Will be responsible for ensuring the aims and objectives of the European Academy are met
- iii) Will submit and present a biennial report to the General Assembly
- iv) Will submit a report for publication in each Newsletter

6. **The Vice-President/President-elect**

- i) Will be responsible for the Academy's Newsletter
- ii) Assume the duties of the President in case of absence, disability or death.

7. **The Secretary**

- i) Will work with and assist the President to ensure that the aims and objectives of the Academy are met
- ii) Shall be responsible for taking the minutes of the meetings of the Central Council and Executive Committee
- iii) Shall be responsible for keeping the files of all correspondence and the minutes of all meetings of the Academy's major committees
- iv) Will process the applications submitted for admission to membership and determine the category of membership
- v) Will be in contact with all national European Societies of Dental and Maxillofacial Radiology and other Dental and Medical Associations as appropriate
- vi) Will submit and present a biennial report to the General Assembly
- vii) Will submit a report for publication in each Newsletter

8. **The Treasurer**

- i) Will be chairman of the Finance Committee
- ii) Will manage and control the Academy's finances according to the directives of the Central Council and the Executive Committee
- iii) Will ensure that all monies belonging to the European Academy are in named accounts of the Academy
- iv) Will submit annually an audited financial statement for publication in the Newsletter
- v) Will submit and present biennial audited accounts to the General Assembly

9. **Auditors**

- i) Shall inspect the financial statements and accounts of the European Academy annually and before the submission of these accounts to the General Assembly
- ii) Shall inform the General Assembly of the results of their audit.